



## **GENERAL GUIDELINES AND POLICIES FOR SUPPLIER**

This is the required minimum standard for the supplier in transacting business with the De La Salle Medical and Health Sciences Institute. All suppliers are required to follow the guidelines and policies set by the institution.

1. The company institutes accreditation of suppliers. Approval of accreditation will be based on the information submitted in the Vendor Accreditation Form, submission of requirements, performance on trial order basis or track record, result of plant/store/warehouse visit and performance information from other clients.
2. No supplier is allowed to make any transactions, purchase commitment, price negotiations, get an order or enter into a contract or agreement with any end-user except through and under the authority of the Purchasing Department. The institution will only honor the commitments of Purchasing Department, which were made in accordance with the policies and procedures on the procurement of goods and services.
3. End-users are not prohibited from contacting suppliers if the purpose is to obtain product information for a particular product or project. Such preliminary discussion is strictly for data gathering only and should not be constructed as legally binding on the part of the institution.
4. Suppliers are required to present product samples of new item to end-users for quality check and compliance to specifications and submission of the **Product Evaluation Report** to Purchasing Office duly filled up and signed by the department head and director.
5. Supplier's sales invoice must have an official receipt upon payment. Such documents should bear the Tax Identification Number of the Supplier and BIR Permit Number. It should have no erasures and error.
6. A surety/performance bond is required for any request for down payment in the amount equivalent to the down payment also. However, for printing and photography services for the yearbook, down payment shall be limited to twenty five percent (25%) of the contract price only while the surety / performance bond required should be fifty percent (50%) of the total contract price covering the duration of the contract and any extension thereto.
7. If a supplier or reseller is the sole or exclusive distributor of the goods or services to be acquired, the foreign principal provides a certificate of sole or exclusive distributorship and the date issued is within twelve (12) months from the date of scheduled purchase.
8. The supplier is primarily responsible for delays in delivery, unless it can show proof that such delay was occasioned by fortuitous events, which does not include labor-related problems, breakdowns, and any upward adjustment in material costs, taxes, labor, interest rates, or foreign exchange rate.
9. The institution reserves the right to cancel the order without need of any notarial act or judicial action in case of default (as provided by the Civil Code).



10. The supplier may only make delivery in installments if the institution shall agree that it is willing to accept delivery in installments.
11. A penalty equivalent to one-tenth (1/10) of one percent (1%) of the amount payable to the supplier shall be deducted for every single day that the supplier is in delay.
12. Any defective found in the delivery should be replaced within 10 working days upon notification.
13. All deliveries of supplies shall be received only by the Central Supply Unit, Property Unit or Pharmacy Department but upon delivery the supplier should present their invoice and scanned copy of Purchase Order to Purchasing Department for verification of order. Suppliers are not allowed to deliver directly to the end-user.
14. Deliveries shall only be received during office hours 8:00am-5:00pm from Monday to Friday except Wednesday for Central Supply and Property Unit and for Pharmacy Department Wednesday is included. Deliveries will not be accepted if not on the given schedule.
15. All requests for product demonstration should pass through the Purchasing Office so the said office may explain to the supplier beforehand that such assistance shall be gratefully appreciated but does not constitute any commitment on the part of the institution to purchase from the supplier.
16. The institution may accept demo to purchase from any supplier provided that the supplier, which shall provide the demo unit, should be determined after a regular canvassing/bidding. The winning bidder shall be provided the demo unit.
17. Any supplier, who may have attempted to defraud the institution or has been found to have committed any fraudulent or prohibited acts, as provided by law, shall be blacklisted.
18. Any three (3) complaints against a particular supplier within a time span of six (6) months, on the assumption that the said supplier has been found to be solely liable for such shortcoming, is enough ground for the said supplier to be blacklisted.
19. The act of blacklisting a supplier applies not only to the company concerned but also to the owners, proprietors, or stockholders of the said company.
20. Supplier of equipment and medical appliances are required to provide a copy of Operating Manual, Service Manual and to give operations training to the Biomedical Unit and to the users.
21. De La Salle Medical and Health Sciences Institute conducts performance evaluation for all accredited suppliers of the institution every year. Suppliers may be suspended or deleted from the master list of qualified suppliers depending upon the result of evaluation. Supplier will be notified of the result after the evaluation.